BROOKHAVEN NATIONAL LABORATORY CLINICAL RESEARCH CENTER POLICY	CRC POLICY 5.6	PAGE 1 OF 1
	PREPARED BY: W. GUNTHER	
SUBJECT: Maintenance and use of CRC Forms	REVIEWED BY G-J. WANG	
	APPROVED BY: F. HENN	
	EFFECTIVE DATE: 5/18/07	
	REVISION HISTORY: orig. 8/26/02 rev. 10/11/04	

1.0 POLICY:
Forms used within clinical protocols shall be reviewed by the Clinical Protocol Coordinator (CPC) and the CRC Manager. CRC forms shall include a CRC Form reference number and indicate the date last approved.

2.0 CRC FORMS LIBRARY

2.1 A complete listing of approved CRC Forms shall be maintained by the CRC Secretary.

2.2 Master copies of all approved CRC forms indicating the form reference number and date of approval shall be maintained at the CRC Main Desk.

2.3 The CRC Secretary shall only amend official CRC Forms upon approval and notification of the CPC, PI or CRC Manager.

3.0 SUBMITTAL OF PROPOSED CRC FORMS

3.1 A Principal Investigator or Responsible Physician who wishes to use a new or amended CRC Form shall submit a copy of the proposed form to the CPC and the CRC Manager.

3.2 The CPC and CRC Manager shall review all proposed CRC Forms for completeness and compliance with IRB approved protocol and Federal Guidelines. Upon the CPC and the CRC Manager's approval of a proposed CRC Form, the Form shall be given a reference number and approval date and submitted to the CRC Secretary for inclusion in the CRC Forms Library.